

**STATE OF GEORGIA**  
**RECORDS RETENTION SCHEDULE APPLICATION**

Sheet: 1 of 2  
Schedule 2001-0001  
Effective Date: 02/13/2001

(Agency use)

(Archives use)

**Date:** February 8, 2001

**Date Received:** February 13, 2001

**Control No.:** 1

**Agency Code:** 0490

**Control No.:**

**Applicant:** State Board of Workers' Compensation

**Address:** 270 Peachtree St., NW  
Atlanta, Georgia 30303-1299

**Phone:** 404-656-3875  
**FAX:** 404-463-8001  
**Email:** smallwoo@sbwc.state.ga.us

**Creating Office:** Licensure & Quality Assurance Division

**Address:** 270 Peachtree St., NW  
Atlanta, Georgia 30303-1299

**Phone:** 404-651-9016  
**FAX:** 404-463-8001  
**Email:** kitchens@sbwc.state.ga.us

**Administrator:** Gloria Kitchens

**Phone:** 404-651-9016  
**FAX:** 404-463-8001  
**Email:** kitchens@sbwc.state.ga.us

**Application**

**Type:**            **New :**    New  
                  **Amend:**  
                  **One-time:**  
                  **Exception:**

**Class:** Individual

**Series Title:** Rehabilitation Supplier Registration Files

**Dates of Series:** 1975 to ongoing

**Access:** Confidential. Georgia Code §34-9-12(b)

**Function Documented:** Workers' Compensation Laws. Georgia Code §34-9-200.1 and State Board of Workers' Compensation Rule 200.1. The Licensure & Quality Assurance Division of the State Board of Workers Compensation registers Workers' Compensation rehabilitation suppliers to assure injured workers receive rehabilitation services from qualified suppliers meeting the certification and licensing requirements of the Law. Registrations are annually renewable. No duplicate records exist.

**Consists of:** Rehabilitation suppliers registration applications, post secondary academic transcripts, professional certifications and licenses, catastrophic suppliers applications, annual renewal applications, continuing education documentation, rehabilitation administrative decisions, disciplinary actions, revocations and suspensions of registration, and other related documents.

**Arrangement:** Chronologically by year registration expired, thereunder, alphabetically by supplier surname.

**Indexed by:** Computer indexed by rehabilitation supplier name and year registration expired.

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**Retention  
Requirement:**

**State Law or Regulation:** 0  
**Federal Law or Regulation:** 0  
**Audit Period:** 0

**Administrative Need:** Five (5) years from date supplier registration expires. The required professional certifications and licenses are active for 2 to 5 years from date issued. Suppliers may re-register during this period.

**Cut Off Event:** End of the calendar year in which supplier registration expired.

**Total  
Retention:** Temporary record period retained for five (5) years.

*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

**Authorized by:**

*Carolyn C. Hall*  
Judge Carolyn C. Hall, Chairman

*2/14/01*  
Date

**Concur:**

*Gloria Kitchens*  
Gloria Kitchens, Licensure & Quality Assurance Manager

*2/14/01*  
Date

**Submitted by:**

*Weyman B. Smallwood*  
Weyman B. Smallwood, Records Management Officer

*2/14/01*  
Date

The State Records Committee approves this recommended retention period for the named records series by the name creating office.

**Signed:**

*David Carmicheal*  
David Carmicheal, Secretary of State Designee

*2/15/01*  
Date